

## Minutes of Bishop's Stortford U3A Committee Meeting 3rd July 2018

### Present:

Keith Hicks (Chair) KH	Jim Paterson (Speaker Co-ordinator) JP
Jack Treves (Treasurer) JT	Rene Locke RL
Kath Hird (Membership Secretary)KaH	Carole Scott CS
Roz Howlett RH	Ken Wheatley KW
Alan Draper (Webmaster) AD	Debbie Monkhouse DM Annual Show Organiser
Susan Shaw (Vice Chair) SS	

### Apologies:

Kim Shaw (Secretary) KS	
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Item:	Action:
<p><b>1.Minutes</b> Checked for accuracy.</p>	<p><b>Agreed.</b></p>
<p><b>2. Chairman's Report</b></p> <p><b>Trustee Induction.</b> A sub-committee has been formed led by KaH, KW to report at August meeting on document storage and some of the suggestions that came from the induction. KH gave an explanation of RUGS and the contribution Jeff and Richard as former committee members undertake. Jeff leads on the Beacon project and RUGS, distributes newsletters around the town. Richard represents BSU3A at the Castle Park Project and the new council development in the town Appointment of a second vice chair and a replacement for vice chair at the year end was agreed by the committee</p> <p><b>Groups Manager Post</b> The committee thanked Sandra Baker for her work as groups co-ordinator and agreed that she would stay on the committee and attend when available and we would recruit to the post asap. SS to contact Sandra and report back</p> <p><b>Newsletter.</b> A procedure was agreed by all the committee for the distribution of the summer newsletters, collection would be at the July Main Meeting with the remainder being stamped and distributed by post.</p> <p>Roz did not get a copy of the minutes, would the secretary please check for future e mailings.</p> <p>.</p> <p><b>Annual Show Debbie Monkhouse</b> All judges booked, raffle prizes in place, certs and trophies arranged. Replacement show organiser required Autumn 2018 to shadow. Alan to post requirement on e-mail notices. Members to be asked to produce cakes and assist on the day</p>	<p>KaH, KW</p> <p><b>All</b></p> <p><b>SS</b></p> <p><b>All</b></p> <p><b>KS</b></p> <p><b>AD</b></p> <p><b>ALL</b></p>

<p><b>July Monday Meeting</b>  Procedure for new members meeting arranged to be led by KaH. Beacon meeting arranged after meeting. Hall to be set up by committee members</p> <p><b>Draft data breach policy'</b>  Short version to be distributed to KaH,KW for possible inclusion in current policy</p> <p><b>Communication</b>  Our committee would work towards formalising the channels available</p>	<p><b>ALL</b></p> <p><b>KH</b></p> <p><b>All</b></p>
<p><b>3. Treasurer's Report</b></p> <p><b>Internet banking system</b> Is now set up and operating, financial reports would be forthcoming together with a report for the winter newsletter.</p> <p><b>4. Groups Managers' Report</b>  RL would continue as groups co-ordinator in the short term until replacements were found a small group of members to carry out the post was the favoured option, committee members would ask members.</p>	<p><b>ALL</b></p>
<p><b>5. Membership Secretary's Report</b></p> <p>1027 members 6 new members since last meeting. Much work around the Beacon system but nearly operating and will be available soon, with maybe some training courses in Jan/Feb.2019  Data Protection Polict passed by committee.</p>	<p><b>ALL</b></p>
<p><b>Speaker Arrangers Report</b></p>	

<p>Approx 75 members at May meeting, Clare Mulley he spy who loved confirmed attendance for July, with Jane Malyon due in August and Lynn Garner in September.</p> <p>JM reorted that the local independen newspaper would like members to write an article CS agreed to undertake and provide an article</p>	<p><b>CS</b></p>
<p><b>7. Outings Rep</b></p> <p>Susan reorted that many outings have been arranged and praised the quality of those members who have arranged them. We have trips to St Albans, a theatre trip to see War Horse in London and RHS at christmas to see the gardens and fireworks. so trips are now being sopread out all year. Members confirmed payment must be by cheque.</p>	
<p><b>8. Webmaster's Report</b></p> <p>Alan reported that 540 members are on e mail and that e mails would be sent out reporting on the new beacon software system</p>	<p><b>AD</b></p>
<p><b>9. Secretary's Report</b></p> <p><b>None</b></p>	
<p><b>10. AOB</b></p> <p>Check e mails are on August diary sheet. Check recent licences cover copyright</p>	<p><b>KS</b> <b>KS</b></p>
<p><b>11. Next meeting:</b> 6th August 2018 at 10 am.</p>	